

# PeopleSoft V9.1



*Originating a Distribution Change Request*

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the "All Apps" icon from the Quick Access Bar.

I Would Like To:

Select

I Would Like To Use:

Select

People Finder

First Name

Last Name

Search



### ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh  
Chief of Clinical Pathology

# JAGWIRE

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#getwired

[jagwire.augusta.edu](http://jagwire.augusta.edu)

### What's New

View More

Women's Health Magazine: 3 Women get real about gut struggles

Why learning by doing matters more, longer

Deck the halls with care and keep eyes on young children

Attention: Student Health Services closure (Dec. 15-30)

Scientists learn more about how motors maneuver our cells' roadways

Augusta University's accreditation reaffirmed

### Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series - Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

View All

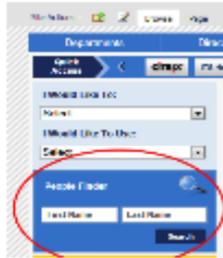
Concierge Service  
706-721-9522

New Policies



From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link.

PAWS > pub > Apps\_Tools



**PeopleFinder is on the home page of PAWS**

**Health System Applications**

- [Ambulatory Dashboard](#)
- [Attendance Tracking](#)
- [Attending Finder](#)
- [CarpoolConnections](#)
- [CDM Reference](#)
- [CDM Request Form](#)
- [CERMe](#)
- [CIS Issue Log](#)
- [Citrix Portal Access](#)
- [Citrix2 Portal Access \(general site\)](#)
- Employment Opportunities**
- [EP3 \(Employee Patient Parking\)](#)
- [Faculty List Online](#)
- [MC Catering & Floor Stock Ordering and Terrace Cafe Menu](#)
- [GRMC Employee Self Service](#)
- [GRMC On Call \(was MCG OnCall\)](#)
- [GRMC OnCall Manual](#)
- [GRMC Paging](#)
- [HIPAA Disclosure Log](#)
- [Informed Consent Forms](#)

**University Applications**

- [ACGME Resident Case log](#)
- [Campus/USAMobility Paging](#)
- [Crystal Enterprise](#)
- [Crystal Reports](#)
- [Echo360 \(faculty use only\)](#)
- [Effort Funding Profile](#)
- [eSproute \(must use VPN or Citrix when off campus\)](#)
- [GoVIEW \(CERM\\_PNUR\)](#)
- [GRU Alert](#)
- [Health eShop](#)
- [JagCard](#)
- [JagStore](#)
- [\(submit course materials\)](#)
- [Lockshop](#)
- [OnCore](#)
- [one45](#)
- [PACT](#)
- [PeopleSoft Financials](#)
- [PeopleSoft HRMS](#)
- [Pounce](#)
- [Pulse](#)
- [SoftServ](#)
- [Sponsored Programs](#)

**Enterprise Applications**

- [Augusta University Brand Information](#)
- [Box \(University wide\)](#)
- [Complete Annual Training & Compliance](#)
- [Compliance Assist](#)
- [Conflicts of Interest Disclosure](#)
- [Curriculog](#)
- [Cyber Anatomy](#)
- [Cyber Science 3D](#)
- [Desire2Learn](#)
- [Faculty List Online](#)
- [Greenblatt & Reese Libraries](#)
- [HIPAA Disclosure Log](#)
- [HR Employee Information](#)
- [Outlook 365 Web Access](#)
- Policy Management System (Policy Tech)**
- [Data Portal](#)
- [Room and Event Scheduling](#)
- [Security Authority \(SA\) Request for NetID](#)
- [Security Authority Request for Application Access](#)
- [Submit a request to IT](#)
- [Who is MY SA?](#)
- [Workforce LEARN Online](#)
- The links below are for systems that are NO LONGER USED,**

Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

**ORACLE**  
**PEOPLESOFT ENTERPRISE**

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><b>Sign In</b></p>	<p><b>Select a Language:</b></p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Magyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr><tr><td><a href="#">UK English</a></td><td></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Magyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>	<a href="#">UK English</a>	
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**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.

Main Menu > Manager Self Service > Manager Dashboard

Navigate to the Manager Dashboard.

Main Menu > Manager Self Service > Manager Dashboard



## Manager Dashboard

Pending Approvals Refresh Min Max

No approvals are pending at this time.

Direct Line Reports Refresh Min Max

Personalize | Find | View All | | 1-10 of 59

Summary Job Details Contact Compensation Time

Name	Job Title	Position in Salary Range

My Job Openings

You are not assigned to any open jobs.

Quick Links

- Allocate Compensation
- Add Template-Based Hire
- AU Request Dist Change

In the Quick Links portlet, select the "AU Request Dist Change" option.



## AU Req Dist Change

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### Search Criteria

Set ID:	begins with	12000	x	🔍
Department:	begins with			🔍
Effective Date:	=			📅
Position Number:	begins with			🔍
Effective Sequence:	=			

Include History

Search

Clear

Basic Search



Save Search Criteria

Find an Existing Value | [Add a New Value](#)

To originate a new transaction, select the "Add a new Value" tab.





### AU Req Dist Change

[Find an Existing Value](#)

**Add a New Value**

Set ID:

Department:

Effective Date:

Position Number:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Enter the following information:

Set ID: 12000

Department: Dept #

Effective Date: Date of change

Position Number

Select "Add".

Note: Once you have entered the Set ID of 12000 you should be able to search for your department and position number.





Request Distribution Change

Effective Date: 01/01/2017

The effective date must be the beginning of the pay period based on the employee's pay frequency, either monthly or biweekly. All changes must be made by the published payroll deadline that corresponds to the effective date of the change.

Set ID: 12000

Fiscal Year 2017

Department: 30400040

University HR Services

Position Number: 00004975

Human Resources Assistant 2

Current Incumbents

Personalize | Find | View All | First 1 of 1 Last

Emp ID	Name
1	Elsa Frozen

Current Information

	Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount
1	3040004010000522100001	100.000	522100	10000	30400040	16300	11000		31824.000	31824.000000

New Annual Rate 31824.000

New Information

	IGL Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project/Grant	Annual Rate	Distribution Amount		
1	3040004010000522100001	100.000	522100	10000	30400040	16300	11000		31824.000	31824.000000	+	-

Total Distribution Percent 100.000

Comment:

Empty text box for comment

Submit

- Add or remove account numbers by using the (+) or (-) buttons.
- Add/update account codes by selecting the magnifying glass next to the Combination Code fields
- Add comments in the box if applicable.
- Select "Submit".



## Submit Confirmation

 The Submit was successful.



You have successfully submitted a salary distribution change transaction.